



NON-APPROPRIATED FUND

JOB OPPORTUNITIES

OPENING DATE: **21 July 2003**

CLOSING DATE: **Open until filled**

POSITION TITLE:

**SPORTS SPECIALIST
(GYMNASTICS)**

SERIES AND GRADE:

NF-0030-03

RATE OF PAY:

\$20,870 per annum

LOCATION:

Recreation Services

APPOINTMENT CATEGORY:

Flexible (0-40 hours per week)

ANNOUNCEMENT NUMBER:

N03-034

NONAPPROPRIATED FUND OFFICE:

913-684-2747

SUMMARY OF DUTIES: Plans and administers the gymnastics sports programs. Prepares lesson plans for all classes and coaches. Choreographs warm up routines. Assists in conducting clinics and seminars to train coaches, officials, and/or participants. Register students and maintains attendance rosters. Schedules and publicizes tournaments, and sports events. Develops program plans and requirements. Arranges for necessary supplies, transportation, space, and services to accomplish scheduled activities. Prepares a team for the National Acrobatic Competition. Maintain skill charts, injury reports, prepare certificates of accomplishment, produce notes for parents, and all other necessary paperwork. Check equipment safety and give safety briefing to staff. Study Olympic compulsory and teach elements. Gets USA gymnastics and safety certification.

QUALIFICATION REQUIREMENTS: Applicants must have experience, which involved most, or all the duties described above.

Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.

